



STARK COUNTY, NORTH DAKOTA

Position Description

Position: Auditor/Treasurer

Date: 2020

Reports to: Board of Commissioners

Employment Status: Fulltime

FLSA Status: Exempt

Salary: \$82,000 to DOE

Summary Statement

Auditor/Treasurer the Chief Financial Officer for the County. This position is responsible for directing, planning, organizing, and coordinating the operations and functions of the Auditor/Treasurer's Office. Responsibilities include directing the preparation of financial records; preparing and presenting the County budget to the County Board of Commissioners; preparing financial statements for the County and; supervising technical and office support staff; administering elections; and acting as advisor to the Board of Commissioners.

Principle Duties and Responsibilities

- Develop, monitor, and maintain the annual County budget. Determine available funds and interim balance. Prepare reports and advise the Board of Commissioners in all financial matters.
- Calculate mill rates and prepare levy abstracts. Set mill levies for the County and all County taxing entities within the limits of the law.
- Maintain election records, set up ballots, voting equipment and work with the Secretary of State's office on voter and street file records. Prepare canvass and abstract of votes, manage vote by mail, train and direct vote center poll workers. Make and deliver public election notices.
- Maintain all insurance and bond coverage for the County. Maintain County property inventory. Complete annual insurance applications for adequate property and liability coverages. Prepare bond application for the County.
- Tax collection, payments and annual settlements. Maintain receipts and expenditures of all tax monies. Oversee disbursements to schools and all taxing entities.
- Prepare the Annual Financial Statement for the County. Determine necessary transfers and recommend budget amendments to the Board of Commissioners.
- Maintain records of all appointed County Officials. Track terms of office and notify the Board of Commissioners of term appointments and vacancies.
- Prepare Tax Deeds and County Deeds. Provide notices to delinquent taxpayers. Prepare legal publications of tax sale properties.
- As Clerk of the Board of County Commissioners, keep accurate record of the official proceedings, prepare meeting agendas, and monitor and record all Commission policies.
- Oversee records management for the County. Insure all records are properly filed and retained as required by law.

Demands and Environment

- This is a largely sedentary role due to the nature of the position. Must occasionally lift and/or move up to 20 pounds, equipment and materials are regularly pulled, organized and moved from one location to another.
- Perform repetitive activities (calculating, keyboarding, and writing).
- This position will regularly utilize standard office equipment such as computers, phones, photocopiers, scanners, filing systems and fax machines. At times, this may require the ability to lift files, open filing cabinets and bend or stand as necessary.
- While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

Requirements, Education, Certification, License and Requirements

Bachelor's degree in Business Administration, Finance, Accounting or related field and 5 years related experience. Must have a positive work history.

Knowledge, Skills and Experience

- Basic knowledge of budgeting processes.
- Knowledge of Accounting standards and principals.
- Basic knowledge of Microsoft Excel.
- Ability to understand tax levies and valuations.
- Excellent communication skills – written and oral.
- Basic understanding of governance and public administration.
- Basic knowledge of North Dakota Century Code.

Clarification Clause

This job description is not intended, and should not be construed to be, a complete list of all responsibilities, duties, skills or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in making a hiring decision, a compensation decision and for determining job performance.

Applicants claiming Veteran's preference must state so in a letter of application and attach appropriate documentation. Stark County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the admission to its programs or activities, including the employment process.

Stark County is an Equal Opportunity Employer